Frequently Asked Questions (FAQ)

EMBRIC Transnational Access program

Version 2.0, October 2018

www.embric.eu/access/TA

FAQs

Words beginning with capital letters are defined in the ***EMBRIC TA glossary****, available in the "Download Area" of the website* [*www.embric.eu/access/TA*](http://www.embric.eu/access/TA) *(right column).*

In case you have queries, please consult this list of Frequently Asked Questions. If any doubts or questions remain, then feel free to contact the EMBRIC Access Officer (davide.dicioccio@szn.it). If your question is specific to a particular Access Provider, please refer to the contacts shown in the Access Provider webpages, at www.embric.eu/access/TA/access-providers.

Eligibility

1. Am I eligible for support?

To be eligible to benefit from access to the Access Providers participating in the EMBRIC Transnational Access (TA) program, a User Group (research team of one or more researchers) must satisfy the conditions reported at the following link: http://www.embric.eu/access/TA (Eligibility section).

2. Are there age limits?

No!

3. Do I need to have a PhD?

No!

4. Can I submit more than one Project?

Yes, but you need to complete a separate Project proposal form for each Project you want to perform. You cannot submit more than one Project proposal to the same Access Provider.

5. I am a PhD student. Can I apply?

Yes, though you need a support letter from your supervisor. The letter must be signed by your supervisor and then uploaded as PDF in the ARIA web application system or sent to the EMBRIC Access Officer (davide.dicioccio@szn.it), specifying the name of your Project proposal.

6. Can I apply for a Transnational Access visit to receive training?

Training can be a component of your access, but it is not the main purpose of the EMBRIC Transnational Access program. It is essential that the focus of the Transnational Access visit is to pursue your own Project. The visit is expected to deliver a research output (e.g. publication in a journal, presentation in scientific meetings, congresses, scientific reports, doctoral thesis, etc.).

7. I am employed at an EMBRIC partner. Can I apply for access?

Researchers working within an EMBRIC partner are eligible, but priority is given to applicants who are from outside the EMBRIC consortium.

8. Can I apply for a repeat visit to the same EMBRIC Transnational Access Provider?

Yes. The User Selection Panel will take into consideration if the applicant has had access to the Access Provider in a previous call. Priority is given to first time users.

9. I received funding for Transnational Access to EMBRIC in the previous call. Can I apply now for Transnational Access to other Access Providers in EMBRIC?

Yes. The User Selection Panel will take into consideration if the applicant has had access to the Access Provider in a previous call. Priority is given to first time users.

10. Why does the Access to be Transnational?

This is requested from the European Commission, which strives to foster mobility of European researchers and pan-European research collaboration.

11. Why do I need to apply in for Transnational Access to two Access Providers belonging to different European Research Infrastructures?

We in EMBRIC want to test if the partnering ESFRI Research Infrastructures (RIs) in EMBRIC together can handle external User projects requiring research platforms and expertise present in these different Research Infrastructures. Each of them has their own specialization and we are interested in projects that help us beta-test the collaboration among the Research Infrastructures.

12. My Home Institution is based in a country outside the EU. Am I eligible?

The Home Institution of the User should be based in a EU Member State[1] or Associated Country[2]. Access for single Users or User Teams not working in a EU or Associated Country is limited to 20% of the total number of units of access provided under the grant.

13. Can I request collaboration with local staff in my Project proposal?

Yes. In that case you are encouraged to organize this collaboration with the intended collaborators during the Project proposal-writing phase, to specify it in the Project proposal and explain briefly why you consider it necessary or beneficial. It is you who asks for this collaboration; local staff cannot request you to collaborate with them, e.g., as a condition of access. The collaboration should be new in the sense that you should not share publications with your prospective collaborators over the last five years (exceptions to the discretion of the User Selection Panel).

14. I work for an SME / Industry *and* my company wishes to cover the full costs of my Access. How should I proceed?

If you would like to access the scientific Research services at your own cost - that is, at full cost - then please write the Access Officer (davide.dicioccio@szn.it) explaining in general terms what you would like to achieve. We can then connect you with those EMBRIC partner Research Infrastructures that -on their own or together- that can best respond to your needs. This way your Project proposal bypasses submission deadlines and the scientific selection. In addition, you can have access also to an Access Provider in your own country.

[1]https://europa.eu/european-union/about-eu/countries/member-countries_en

[2]http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

Writing the Project Proposal

1. What is the maximum Transnational Access visit duration per Access Provider?

The maximum TA visit duration is 15 working days (Monday to Friday) per User per Access Provider. Longer TA visits will need your financial support. Subsistence costs will cover also the surrounding weekend days (to a maximum of six) per User. Please remember: a Project must access two Access Providers (of different Research Infrastructures).

2. Can my Project proposal include more than one person?

Yes, funding covers a Transnational Access visit of up to **two Users** per project. In case there are multiple Users in your User Group, one among you has to be identified as the Project Leader. If agreed upon with the Access Provider and if specified in the User Access Contract, a User Group can include more than two Users, but EMBRIC can reimburse only two Users per User Group for travel and subsistence.

3. Who should act as “Person in charge”?

The Person in charge is the person at the selected Access Provider who will be your main scientific contact, before and during the TA visit. He-she is a staff member of the Access Provider.

4. What is the role of the Local Access Officer during the Application process?

Each Access Provider has appointed a Local Access Officer who can be queried regarding details of available of biological resources, offered Research services and other amenities, technical and logistical feasibility of proposed projects, and possible periods of a proposed TA visit.

5. Is shipping of biological material included in the funding?

The costs of shipping of biological material produced during Project execution from one Access Provider to the second one, and from the Access Provider to your Home Institution are also included to a summed maximum of 400€ per Project.

6. My research requires destructive sampling of biological material, will this be possible?

In principle yes, but such research must be assessed on a case-by-case basis by the relevant Access Provider. Prior to submitting a Project proposal, contact the Local Access Officer at the Access Provider and request their policy on destructive sampling of the material.

Project proposal evaluation

1. How does the application process work?
Once you have submitted your Project proposal, the Access Officer will check the application for eligibility. It will then be reviewed for technical feasibility by the Local Access Officer at the selected Access Providers and be passed on to the User Selection Panel for scientific evaluation. Applicants will be notified by email about acceptance/rejection of their Projects 6 weeks after the Project submission.

2. When will I be informed if my Project has been approved?
The Project proposal evaluation process takes 6 weeks from the submission deadline. The results of your application will be emailed to you.

3. My Project proposal contains ideas that are my Intellectual Property (IP). How are my IP-rights guaranteed during the evaluation?
During and following the eligibility and feasibility checks, the respective officers are bound not to distribute – or use for their own end – any information in your Project proposal. They are bound not to share with third persons any information in your Project proposal other than that needed to perform their checks. The User Selection Panel members reviewing the Project proposals need to promise that they keep the information private and don't use it to their own end.

The User Access Contract

1. What is a User Access Contract?
The User Access contract is a legal agreement between the User(s) and the Access Provider in which the terms and the conditions of the TA visit at the Access Provider are specified. It regulates the details of the TA visit in term of availability of disposables, laboratory space, use of the Research services, reimbursement and so on.

2. Why it is important to agree with the provisions of the User Access Contract?
The User Access Contract establishes what is expected from the User Group and the Access Provider, during and after the TA visit. This document has legal status and is intended to set a frame for the activities to be performed during the TA visit.

3. Who needs to sign the User Access Contract?
The User Access Contract has to be agreed upon and signed by all the Parties involved in your Project (you, the other member of your User Group (if applicable), your Employer as well as the legal representative of the Access Provider and other relevant Parties in your Project). All Parties need to have signed the contract before the TA visit can commence.

4. Who needs to keep originals / copies of the User Access Contract?
The Parties should agree on how to conduct the signing and exchange of signed documents.

Visiting the Access Providers

1. When will I be able to visit the selected Access Providers?

Your Transnational Access visits must be performed between 1st September and December 21th 2018.

2. What does the funding of my Project proposal cover?

EMBRIC Transnational Access covers laboratory fees (use of standard disposables and access to Research services). The costs of non-standard disposables and experiments required before or after accessing the Access Provider (assay development, etc.) are excluded. The funding of your Project also covers the cost of your travel (up to 800€/User) and subsistence (up to 120€ per User per day). The costs of non-standard disposables as well as those of experiments required before or after accessing the Access Provider (assay development, etc.) are excluded from the funding and have to be covered by you. You will be required to cover the costs of local travel in your country of origin, e.g. taxi to the airport.

3. Do I actually need to visit the Access Provider in person?

Not necessarily. You can request the Access Provider to perform a research workflow according to Standard Operational Procedures (SOPs) agreed-upon and specified in the User Access Contract. Examples include sample- and species collection, processing and rearing, as well as analytical procedures.

4. What does the travel costs cap of 800€ cover?

The 800 euro is a total for travels per User per project. That means the trip from (near) the Home Institution location of the User to Access Provider 1, from Access Provider 1 to the Home Institution, then from the Home Institution to Access Provider 2 and then from the Access Provider 2 back to the Home Institution. All that summed up to 800 euro. Travel from Access Provider 1 to Access Provider 2 is also a welcomed option.

5. How are my IP-rights over results obtained during my TA-visit guaranteed during and following the TA?

During and following the TA visit, the staff at the Access Provider are bound not to disclose your work plan or results thereof to any third parties not involved in your research prior to you publishing it.

6. Am I the exclusive owner of the results obtained during my TA visit?

Yes, you are the sole owner of the foreground knowledge developed by you during the TA visit; that is, if you made use exclusively of standard operational procedures offered by the scientific Research services available at the Access Provider. Instead, if you – upon your request – collaborated with local staff or they provided you with constructive intellectual input then you share the foreground knowledge, or part thereof. In the case of any proposed exploitation of such shared results, a separate agreement needs to be further negotiated to set up the modalities for protection, use and exploitation of these joint results.

7. How should I proceed in case of a conflict with the Access Provider during or following my TA visit?

First, you are kindly requested to consult the signed User Access Contract and try to resolve the issue together with the Access Provider based on what is agreed-upon in this contract, finding a reasonable solution satisfactory to both Parties. If this does not resolve the problem, please contact the Access Officer and the legal representative of your Home Institution who will help you finding a solution.

Post-TA procedures and obligations

1. Do I need to write a report after the TA visit?

Yes, you will need to complete the following documents:

- The "Confirmation of Access" form no later than two weeks after the TA visit. You will be asked by the Local Access Officer to check and sign this form
- The "Transnational Access Activity Report" no later than one month after the TA visit.

These documents are available online at the following link: http://www.embric.eu/access/TA/access-procedures, in the "User obligation" section. Payment of your travel, accommodation and shipping costs will be reimbursed to you after receipt of these documents.

2. How will I get reimbursed for the travel and subsistence costs?

The User is responsible for reserving and purchasing economy travel tickets. The User or the Home Institution (the institute at which the User is affiliated) will pay for the travel and subsistence costs and send all the original receipt and tickets to the Local Access Officer of the visited Access Provider.

Each Access Provider has his own procedures for reimbursement, depending of the rules of his institution. Do not hesitate to contact the Local Access Officer to obtain more information on what their administration requires. A list of contacts is available at www.embric.eu/access/TA/access-providers.

3. When will I be reimbursed for my travel and subsistence costs?

Reimbursement procedures follow rules specified in the User Access Contract, as different reimbursement rules apply for the different Access Providers. In any case, the Access Provider is expected to process your claim and reimburse you within 60 days after you have submitted the reimbursement claim to the Local Access Officer at the Access Provider, provided that:

- all receipts and other requested documents in the reimbursement claim are in good order;
- you have signed the "Confirmation of Access" form;
- you have submitted the "Transnational Access Activity Report,";
- you have submitted a copy of the filled-out "User Group questionnaire" to dr. Mery Pina (merypi@pasteur.fr).

For more details on post-access procedures visit: http://www.embric.eu/access/TA/access-procedures.